

# SECTION ONE

1. Position Description/Statement of Work (signed and dated annually by member and supervisor)
2. Privacy Act (signed and dated once)
3. Staff Rights Acknowledgement (signed and dated once)

## Annual Review:

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

## SECTION TWO

1. 48 Hour Life Safety
2. Orientation: DEPT and EQUIPMENT
3. Orientation: JOB
4. Command Orientation Certification
5. Memorandum (location of credentials)

### Annual Review:

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

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Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

## SECTION THREE

1. Competency Assessment
2. Mosby (if applicable)
3. HMSB Packet with five PCL's (if applicable)

### Annual Review:

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

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Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

## SECTION FOUR

1. Professional Licenses- See Credentialing Office
2. Letters of Appointment (LOA's)

### Annual Review:

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

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# SECTION FIVE

1. Resuscitative Certification (TCCC or TNCC)

2. Memorandum

## Annual Review:

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

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## SECTION SIX

1. GMT'S
2. Annual Regulated Training (ART)
3. Career Training (Every Year or Three years if not on any Learning Management System's transcript)
4. Print Transcript for both ESAMS and SWANK QUARTERLY (Jan/Apr/Jul/Oct)

### Annual Review:

Name:\_\_\_\_\_ Title:\_\_\_\_\_ Date:\_\_\_\_\_

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